

HUMAN RESOURCES SPECIALIST (EMPLOYEE RELATIONS)
GS-201

This series covers two-grade interval administrative positions that manage, supervise, administer, advise on or deliver human resources management products or services. This series includes Employee Relations which is work that involves providing advice and assistance to employees and managers, program administration, research, and case management in matters related to conduct, performance, attendance, and dispute resolution.

HUMAN RESOURCES SPECIALIST (EMPLOYEE RELATIONS) – ENTRY LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Knowledge of employee relations laws and regulations.</p> <p>Ability to analyze, interpret, and organize information.</p> <p>Skill in written and oral communications.</p> <p>Knowledge of basic staffing and classification.</p>	<p>Administrative Management</p> <p>Communications Management</p> <p>Human Resource Management</p> <p>Systems/Technology Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>Creative Problem Solving; Basic Communications Skills; Interpersonal Communications; Fundamentals of Writing; and Basic Employee Relations USDA Graduate School</p> <p>Civil Rights Training In-House Training (Equal Employment Opportunity Office)</p> <p>Introduction to Human Resource Management USDA Graduate School</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p>WordPerfect In-House Training (Information Technology Division)</p> <p>GroupWise In-House Training (Information Technology Division)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u></p> <p>Attend a MSPB/EEO hearing Attend an onsite investigation or training provided by a Senior Human Resources Specialist Attend a Career Planning Workshop</p>

HUMAN RESOURCES SPECIALIST (EMPLOYEE RELATIONS) – INTERMEDIATE LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Knowledge of principles, rules, regulations, practices, and case law applicable to administrative hearings.</p> <p>Knowledge of procedures required to represent the Agency in administrative hearings.</p> <p>Skill in conducting analysis, developing solutions, and recommending alternative solutions.</p> <p>Skill in both oral and written communications.</p>	<p>Communications Management</p> <p>Human Resource Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>Briefing Techniques Management Concepts, Inc.</p> <p>Effective Communications with Customers; Clear Writing Through Critical Thinking; Adverse and Performance Based Actions; Alternative Dispute Resolution; and Basic Labor Relations USDA Graduate School</p> <p>Civil Rights Training In-House Training (Equal Employment Opportunity Office)</p> <p>MSPB Case Preparation and Presentation Workshop In-House Training (Human Resources Division/Location)</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u></p> <p>Shadow a Senior/Lead Human Resources Specialist</p>

HUMAN RESOURCES SPECIALIST (EMPLOYEE RELATIONS) – ADVANCED LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Knowledge of principles, rules, regulations, practices, and case law applicable to administrative hearings before MSPB, EEOC, and grievance examiners.</p> <p>Skill in representing the Agency at administrative hearings before MSPB, EEOC, and grievance examiners.</p> <p>Skill in problem analyses and resolution techniques to provide alternative solutions to complex issues or solutions.</p> <p>Skill in both oral and written communications.</p>	<p>Human Resource Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>EEOC and MSPB Advocacy and Advanced EEOC and MSPB Advocacy USDA Graduate School</p> <p>Civil Rights Training In-House Training (Equal Employment Opportunity Office)</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u></p> <p>Attend Symposium on Labor Relations Attend Society of Labor Employee Relations Specialists Shadow a Senior Human Resources Specialist</p>